

5.1.6 Vehicle Operation & Drivers

Preface:

- A.1 The College of the Rockies has a number of vehicles available for College use.
- A.2 These vehicles are intended to be resources for the support of activities for all sectors of the College (Administration, Board, and Instruction).
- A.3 College-owned vehicles are insured for College use only and are to be used solely for College activities.
- A.4 College-owned vehicles are not available for loan or rent to other individuals/groups/companies/organizations and are not available for personal use by College employees. Such use is prohibited as it would void College vehicle insurance coverage.
- A.5 The College shall not accept 'paying' passengers (or any type of reimbursement) as that would render the vehicles 'commercial', requiring increased levels of insurance and federal taxation.
- A.6 The College may also rent vehicles where required.

Procedures:

- B.1 **Administration**
 - B.1.1 Internal administration, maintenance, repair, and scheduling of vehicles owned by the College of the Rockies will be the responsibility of the Facilities Department or the appropriate Campus Manager.
 - B.1.2 Registration, insurance and permits for College-owned/leased vehicles and equipment shall be processed as part of the College's fleet plan by the Controller.
- B.2 **Scheduling of College-owned vehicles**
 - B.2.1 College-owned vehicles shall be used for activities for which the College requires students to travel as a group (e.g., field trips); for College business travel, generally within the region and for College student/staff activities.
 - B.2.2 If a conflict arises regarding vehicle bookings, training needs and educational trips will take priority over administrative or extra-curricular trips.
 - B.2.3 The College employee in charge of the event for which the vehicle will be used, shall complete a **Vehicle Booking Form** (Appendix A attached). This individual is responsible for collecting the necessary signature on the Booking Form and returning the completed form to the Facilities Department (Cranbrook vehicles) and/or the appropriate Campus Manager, at the conclusion of the trip.

B.3 **Driver Related:**

B.3.1 The driver of a College-owned (or rented) vehicle shall be a College employee, or a volunteer, as approved by the Controller upon recommendation of the Manager. (4.1.9 A *Volunteer Registration Form*).

B.3.2 **Approval Process**

B.3.2.1 To be considered for approval as a College driver, prospective drivers shall submit a copy of the following documentation to the Controller for review:

- a. proof of a valid driver's license of the correct use classification;
- b. a personal driver profile (driver's abstract) – available through the local government agent's office or insurance agent, at no cost to the individual, OR
- c. both a BC and out-of-province abstract, if holding dual licensing or if BC licensed within the 5-year period,.

B.3.2.2 Where driving for the College is required within a College Position Description, the Human Resources Department will ensure that a Clean Driver's Abstract is listed as an Employment Requirement, and that this review/approval process is a condition of hire,

B.3.2.3 College-approved drivers shall drive only those vehicles or equipment for which they hold ICBC required licensing/certification.

B.3.3 **Advanced Licensing Requirements**

B.3.3.1 A minimum Class 4 driver's license shall be required to drive College-owned (or rented) buses / vans (excluding 7 or 8 passenger vans). Vehicles with occupancy of 10 or greater may be driven by a College-approved driver holding a class 5 driver's license only when there are no passengers in the vehicle. A class 5 license is permitted only in a single-driver situation and is not in compliance with ICBC and Department of Motor Vehicles regulations in situations where there is 1 or more passengers in the vehicle.

B.3.4 **Abstract Requirements:**

B.3.4.1 To be considered for approval, abstract requirements shall be as follows:

- a. The driver's abstract shall be 'clean' (as determined by the Controller), for a minimum of 3 years prior to the date of abstract.
- b. The abstract shall not contain any major offence within the 5 year period prior to and including the date of the abstract.

B.3.5 **Advanced Driver Experience**

B.3.5.1 In addition to abstract requirements, potential drivers submitting Class 4 or specialized licenses shall have a minimum of 3 years' experience driving vehicles requiring Class 4 or specialized licenses;

B.3.5.2 Where the College, in exceptional circumstances, may require services of an inexperienced driver, the driver shall complete a 1-day driver training workshop (theory and hands-on experience), including defensive driving, Code requirements and such other experiential training as may be required by the College, prior to driving.

B.3.6 Education

- B.3.6.1 College approved drivers with Class 4 or specialized licensing shall maintain their approved status by completing a 1-day driver training refresher every year.
- B.3.6.2 College approved drivers of Class 4+ vehicles or specialized licensing shall be required to take defensive driving, Code requirements, assessments and are recommended to take OFA1.
- B.3.6.3 The College Department(s) requiring/hiring drivers shall be responsible for costs involved (if any) in the provision of one-day workshops.
- B.3.6.4 Under Special circumstances the College may approve an exemption from sections B.3.6.1 and B.3.6.2 upon written request from an employee or volunteer driver. Such requests shall outline the individual's driving background and regularity with which the individual operates vehicles requiring specialized licensing as well as any regular driving reviews the individual is subject to by licensing bodies.

B.4 List of Drivers

- B.4.1 The Controller will forward data re drivers to be added to the list of approved drivers to the Administrative Assistant, Facilities.
- B.4.2 The Administrative Assistant, Facilities, will maintain and update the master list of "approved" drivers by submitting a request for drivers abstracts from the BC Motor Vehicle Branch as per National Safety Code requirements. A copy will be submitted to the Controller.
- B.4.3 Abstract updates per B.4.2 that contain violations shall be forwarded to the Controller for review who may withdraw driver approval.

B.5 Driver Responsibilities:

- B.5.1 A driver of a College-owned (or rented) vehicle shall be responsible for driving with care, attention and personal and passenger safety.
- B.5.2 A driver of a College-owned vehicle shall comply with driver requirements as per Appendix B attached.
- B.5.3 A driver of a College-owned vehicle shall immediately report damage or any mechanical malfunction of the College-owned vehicle and, if feasible, shall immediately return the vehicle to the Facilities Department or Campus Manager to effect repairs.
- B.5.4 An approved driver of a College-owned vehicle shall have the authority and the responsibility to refuse to operate a vehicle that in his/her opinion is in an unsafe mechanical condition.
- B.5.5 A driver involved in an accident while driving a College-owned vehicle shall immediately forward a copy of the accident report and all pertinent information including a copy of his/her driver's abstract to the Controller.
- B.5.6 The driver of any College-owned (or rented vehicle, or personal vehicle) used on College business, shall be personally responsible for the payment/cost of fines, other costs, and/or charges received during or resulting from his/her use or operation of such vehicle or from failure to adhere to federal/provincial/ or civic laws and/or requirements. This may include, but is not

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limited to traffic violations, fines for failing to maintain log books, failure to carry out and record pre- and post-trip inspection information, etc.

B.6 Financial:

- B.6.1 A cash advance shall be available to pay for expenses incurred relating to vehicle operation. The advance will be issued in accordance with the College of the Rockies procedure 3.2.5 *Travel & Expense Claims*, using a Travel Request Form, and a Travel Expense Claim submitted upon return.
- B.6.2 Buses / 15 Passenger Vans: A credit card, to be used for fuel and oil, will be made available to the driver for the duration of the trip. The driver shall submit detailed receipts with the Booking Form.
- B.6.3 Common-use vehicles requiring refueling or cleaning will be done so through the Facilities Department or Campus Manager. Actual costs plus a \$15 (each) administration fee will be charged back to the user's cost code.
- B.6.4 The cost of vehicle operation shall be charged to the cost centre indicated on the Vehicle Booking Form, at the rates indicated.

B.7 Vehicle Maintenance and Repair:

- B.7.1 All repair work and scheduled maintenance to College-owned vehicles will be coordinated through and approved by the Manager of Facilities or Campus Manager. Repair work that may be subject to an insurance claim shall be coordinated as above, following consultation with the Controller.
- B.7.2 Repairs, maintenance and safety inspections on all College vehicles shall be carried out by qualified businesses external to the College.
- B.7.3 College vehicles shall be equipped with tires and equipment appropriate to road conditions: e.g. studded/winter tires for winter driving. Chains shall be carried in all vehicles and used for extreme winter driving conditions.
- B.7.4 If vehicle repairs are required during an out-of-town trip, the driver may authorize repairs up to \$200. Repairs over these amounts will require authorization by the Manager of Facilities or Campus Manager.
- B.7.5 If a College-owned vehicle becomes inoperable during the period of a field trip or extra-curricular trip, the employee in charge of the trip, in consultation with the appropriate Manager or delegate, shall make alternate arrangements to return the trip participants to the College Campus from which the trip originated.

Issue Date:	February 1990	Concerning:	Staff and Administration	
Amendment: (6)	February 2012	Cross Reference:	3.2.2 Vehicle Registration, Insurance & Licensing	
Manager Approval:	<i>Original signed by Dianne Teslak</i>	Title:	Vice President Finance	Date: February 2012
College Approval:	<i>Original signed by Nick Rubidge</i>	Title:	President/CEO	Date: February 2012

APPENDIX 'A'

COLLEGE VEHICLE BOOKING FORM

Date Required:	Departure Time:
Destination:	Return Time:
Purpose:	
Vehicle Required/Assigned	No. of Passengers

Driver:	
Licence No.:	Class:
College Credit Card Issued, No:	

ODOMETER READINGS/COSTS:

Post Trip:	km	Km Charge: \$ 0.50 / km x kms =	\$
Pre Trip:	km	Per diem charge: \$20.00 / diem x days =	\$
Total Distance:	km	Refueling Costs (if req'd):	\$
		Cleaning costs (if req'd) :	\$
Administration Fees:	<input type="checkbox"/> refueling (\$15)	<input type="checkbox"/> cleaning (\$15):	\$
Cost Centre:	TOTAL CHARGE:		\$

**Drivers shall refuel and clean the vehicle prior to returning the vehicle.
Drivers shall attach trip credit card receipts to this Booking Form**

SIGNATURES:

DRIVER: _____

REQUESTING MANAGER: _____

MANAGER of FACILITIES/CAMPUS MANAGER: _____

- RATES: 1. Vans/15-passenger buses: \$20/diem plus \$0.50/km.;
2. Buses: tbd

Posted rates may be amended as required by agreement of the Bursar. Rates include costs for fuel.

Note: Departments are responsible for arranging and paying for drivers. Drivers must be pre-approved as per B.3 of 5.1.6 *Vehicle Operation & Drivers*.

COLLEGE OF THE ROCKIES
DRIVER REQUIREMENTS

As College-approved driver you are responsible for driving with care, attention, and following all legislated requirements, to mitigate the risk of personal and passenger injury/death, equipment damage, and costs.

You are personally responsible for the payment/cost of fines, costs, and/or charges received during or resulting from your use or operation of any vehicle or from failure to adhere to federal/provincial/ or civic laws and/or requirements. This may include, but is not limited to traffic violations, fines for failing to maintain log books, failure to carry out and record pre- and post-trip inspection information.

When driving for the College, you shall:

- a. refuse to operate a vehicle, or operate in road/weather conditions, that in you consider to be unsafe;
- b. not use cell phones or PDAs while driving;
- c. ensure that all vehicle occupants use seat belts;
- d. be well-rested and drive appropriate to road and weather conditions -- slow down, stop, pull over, or cancel the trip;
- e. ensure that the vehicle is properly loaded;
- f. rental vehicles -- complete pre and post trip examination reports at the rental agency;
- g. ensure that WCB requirements are met when travelling more than 20 minutes from central first aid, i.e.: 1 passenger = personal first aid kit; 2-6 passengers = basic kit; 6 or more passengers = , OFA1 responder and a level 1 Kit;
- h. college-owned vehicles -- immediately report damage or any mechanical malfunction and, if feasible, return the vehicle to the Facilities Department or Campus Manager to effect repairs;
- i. if involved in an accident with either a college owned or rented vehicle, immediately forward a copy of the accident report and all pertinent information to the Compliance Officer.

When driving Buses/Vans, in addition to the above, you shall:

- a. conduct and log pre-trip inspections prior to each use of the vehicle, including tire pressure checks and adjustments, and the vehicle's general condition of cleanliness;
- b. ensure a maximum occupancy of 10;
- c. ensure that the vehicle is properly loaded, with all passengers sitting forward of the rear axle; or use a utility trailer, properly loaded: or have COTR arrange for the use of a second vehicle;
- d. secure loose objects and equipment within the vehicle, e.g., ensure that bags, etc. are stored beneath the seat;
- e. do not use roof racks or load the roof;
- f. follow federal and provincial regulations including DOT regulations and driver's time/rest and log book recording requirements;
- g. drive at a speed appropriate to road and traffic conditions never exceeding the posted speed limits;
- h. be cautious on curved roads; if wheels drop of the highway, gradually reduce speed and steer slowly back onto the highway;
- i. clean and refuel COTR vehicles at the conclusion of the trip;
- j. ensure there are no passengers in the vehicle if you are driving the vehicle without a class 4 driver's license.